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ABSTRACT

DePauw University organization, policies, and faculty benefits are presented in the 1971 faculty handbook. Included are descriptions of administrator responsibilities, including department heads, faculty leave and tenure regulations, and academic standards. (JT)

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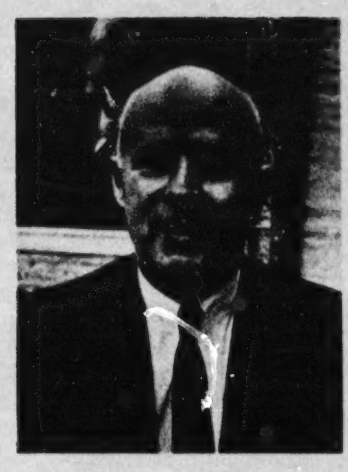
HANDBOOK FOR FACULTY

A Digest of Faculty and Administrative Actions Pertaining to Faculty Members

Compiled by Arthur W. Shumaker, Secretary of the Faculty, and Robert H. Farber, Dean of the University.



Few enterprises are more complex than institutions of higher learning, and few demand more in terms of individual integrity and responsibility. Acceptance into the fraternity of scholars carries with it a high degree of personal dedication to one's discipline, to one's institution, and to the young people who look to us for both intellectual stimulation and personal guidance. How we influence others depends, in large measure, on how we govern ourselves.

It is virtually impossible to codify procedures which will anticipate every situation—or even be always applicable to predictable developments. Over many years, however, we have developed—and continue to reappraise—the faculty policies included in this booklet. While never fully perfected, they have proven to be extremely valuable in guiding us in the conduct of our business together.

William E. Kerstetter
President of the University

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DEPAUW UNIVERSITY 1

DePauw University is composed of the Asbury College of Liberal Arts, the School of Music, and the School of Nursing. A four-year coeducational institution that is affiliated with The United Methodist Church, DePauw is located in Greencastle, Indiana, a city of 9,500, which is about forty miles west of Indianapolis. The University is situated on an attractive 115-acre campus, four blocks from the downtown business district of Greencastle.

DePauw was first named Indiana Asbury University in honor of Francis Asbury, pioneer Methodist bishop in America. Matthew Simpson, friend and counselor of Abraham Lincoln, and only twenty-eight years old, assumed the presidency in 1839 and presided over the first commencement in 1840. There were three graduates!

Indiana Asbury survived all of the normal hazards of an under-financed frontier university, even courageously opening its academic doors to women in 1867; it was among the earliest universities to become coeducational.

During the particularly severe economic depression of the 1870's the University was kept economically solvent only through the generous benefactions of Washington C. DePauw. In appreciation, the trustees in 1884 authorized the change in name from Indiana Asbury University to DePauw University.

Today, 2400 students attend DePauw. They represent approximately forty-three states, twenty-seven foreign nations, and more than thirty religious denominations.

The charter, which was granted by the Indiana Legislature when Indiana Asbury was founded in 1837, still challenges the University " . . . forever to be conducted on the most liberal principles, accessible to all religious denominations, and designed for the benefit of our citizens in general. . . . "

Design for a Decade

In 1963 DePauw began its ten-year Design for a Decade, a $33 million dollar effort to improve facilities and educational programs at the University. In addition to modernizing a number of existing buildings, DePauw has finished construction of a women's residence hall, and completion of a $7 million science center has been scheduled for the fall of 1971. A performing arts center is in the advanced planning stage, and a field house also will be built at DePauw in the future.

Educational changes have been significant during the Design for a Decade. DePauw's faculty recently approved a new calendar beginning in 1970: the University will have two regular semesters, one beginning in September, and the other in February; the month of January will be known as the Winter Term, and students will devote the entire period to approved individual or group study.

Earlier, DePauw adopted a course system of study to replace the traditional system of courses based upon credit hours. Most students now take four courses (the equivalent of sixteen credit hours) each semester; and, depending upon the judgment of the academic department and the professor, a class meets as many times weekly as seems most productive.

A newly-designed program of International Studies provides opportunity for approximately half of DePauw's contemporary students to study overseas before graduation from the University.

UNIVERSITY ORGANIZATION 2

Board of Trustees

Ultimate authority for DePauw University rests with the Board of Trustees. The Board shall consist of thirty-three members, or such other number not less than fifteen nor more than fifty, as shall be determined from time to time by the Board of Trustees and provided for in the by-laws, the exact number minus one to be divisible by four.

Administrative Organization

PRESIDENT

The President shall be the chief executive officer of the corporation, and, in addition, shall be the chief administrative and academic officer of the University. The President shall have power to execute contracts and other legal instruments on behalf of the corporation as its chief executive officer, and shall have the powers and duties which ordinarily pertain to his office or are assigned by the Board.

As chief administrative and academic officer of the University, the President shall perform such duties as are traditionally the responsibility of a university president and such other duties as may be delegated to that office by the Board of Trustees. These duties shall include but not be limited to the following:

(1) He shall be responsible for providing leadership in the development of policies concerning the educational aims and purposes, academic standards and curricula of the University.

(2) He shall be responsible for recommending to the Board of Trustees such administrative organization and staff positions as will best enable him to discharge his duties and shall make recommendations for appointment to the faculty and to the administrative staff.

(3) He shall be head of all educational departments of the University with respect to which he shall exercise such supervision and direction as will promote their efficiency. He shall preside at all meetings of the faculty and shall be responsible for carrying out measures officially agreed upon by the faculty in regard to matters committed to them by the Board.

(4) He shall be the authorized channel for official communications and recommendations between the faculty and the Board, between the administrative officers and the Board and between the students and the Board.

(5) He shall enforce all rules, regulations, policies and programs of the Board of Trustees and shall have such authority as is necessary to accomplish this.

(6) He shall be responsible for the preparation and submission of a proposed budget to the Budget and Audit Committee and Executive Committee, and shall administer and adhere to the budget as approved. He, with the Executive Committee, shall also be responsible for long-range financial planning of the University.

In summary, and subject to the authority and direction of the Board, the President shall be empowered and charged with the general supervision and direction of the interests, activities, academic affairs and discipline of the University, the activities of its faculty, administrative staff and the departments of instruction, and the selection, education, government and well-being of the students.

EXECUTIVE VICE-PRESIDENT

The Executive Vice-President, under the authority of the President, has jurisdiction for interpretation of policy and for administrative action, over the many aspects of the University, with the exception of academic affairs. When the President is off campus the Executive Vice-President will represent and act for the President on campus.

DEAN OF THE UNIVERSITY

The Dean handles practically all of the academic affairs and faculty matters of the University. Heads of departments and individual faculty members usually confer with the Dean first on such matters as new faculty members, promotions, other changes of status, course changes, academic policies, standards of the University, academic problems of the students, etc.

VICE-PRESIDENT, DEVELOPMENT

The Vice President for Development works with the President and Executive Vice-President in planning for long-range financial development of the University and in the search for growing gift support for DePauw.

COMPTROLLER

Under the direction of the President, the Comptroller handles the finances of the University. He works with the President in preparing budgets, administers budgets, has responsibility for supervision and control of all departmental budgets. The Comptroller should be consulted concerning matters dealing with institutional finance.

DEAN OF STUDENTS

The Dean of Students handles all student personnel problems, heads the counseling services of the University, student activities, student social program, and the placement bureau. Faculty members should confer with the Dean of Students concerning virtually any matter affecting the student body exclusively.

DIRECTOR OF ADMISSIONS/FINANCIAL AID

The Director of Admissions and Financial Aid supervises entrance of new and transfer students, contacts secondary schools, and administers the scholarship loan program. The Director should be consulted concerning any matter affecting admissions.

DIRECTOR OF PUBLICATIONS

Director of Publications has basic responsibility for preparation and publication of all official publications of the University.

DIRECTOR OF PUBLICITY/NEWS BUREAU

Director of Publicity and the News Bureau handles all University publicity except that which is handled by the student newspaper. Faculty members should refer matters of publicity to the Director.

DIRECTOR OF TESTING/RESEARCH

The Director of Testing and Research conducts all tests, including orientation tests and the Graduate Record Examinations, and he advises students who go through the testing program; he helps with the faculty counseling program.

REGISTRAR

The Registrar handles all student academic records, collects grades from the faculty, checks all academic requirements of students, prepares faculty grade averages, student grade averages, and many other records. The Registrar should be consulted on any matter concerned chiefly with student records.

UNIVERSITY CHAPLAIN

University Chaplain is responsible for the Chapel program, personal counseling, the Council on Religious Life, DePauw University relations with The United Methodist Church, and duties as designated by the President.

UNIVERSITY PHYSICIAN

University Physician heads the health services of the University and cooperates with other administrative officers and with the faculty.

Faculty Organization

The organization of the faculty is incorporated in the Charter of the University and the By-Laws of the Faculty. Copies may be obtained from the Secretary of the Faculty.

When Indiana Asbury (now DePauw) University was founded in 1837, the faculty consisted of one professor. From this small beginning the faculty has grown until it now includes approximately 160 full-time members with an additional number of part-time teachers.

FACULTY OPERATION

The faculty of DePauw University is made up of all full-time teachers of all ranks plus all non-teaching personnel holding any of the faculty ranks, and all of these persons are eligible to vote in faculty meeting. Emeriti faculty members are eligible to vote during any semester in which they are teaching at least one course.

Subject to the final authority of the Board of Trustees, the educational policy of the University is made and controlled by the faculty, which sits as a body in regular monthly meetings in order to transact business.

The business of the faculty is conducted primarily by committees elected by the faculty (some of which contain a few ex-officio members) that study carefully educational problems for as long as they see fit and then make reports and/or recommendations to the faculty for action. These recommendations may subsequently be adopted, rejected, or adopted with modifications by the faculty. However, any individual faculty member may bring any matter to the attention of the faculty and may make motions.

Faculty committees are of two types—Standing Committees and Administrative and Advisory Committees. A few of the latter types of committee are composed of ex-officio members or are appointed by the President of the University or by another administrative officer, but the great majority are elected by the faculty. Thirteen faculty committees have student members, all of whom may vote. The Standing Committees are called upon for a report at each faculty meeting, and the Administrative and Advisory Committees may report at any time they choose.

The Standing Committees are as follows:

1. Educational Policy
2. Curriculum and Academic Routine
3. Student-Faculty Relations
4. Graduate Council
5. Admissions

The Administrative and Advisory Committees are as follows:

1. Administration
2. Aerospace Studies Advanced Course Selection
3. Athletic Board
4. Automobile
5. Comprehensive Examinations
6. Faculty
7. Faculty Budget
8. Faculty Lounge
9. General (Interdepartmental) Studies
10. Health Service
11. Honorary Degrees, Joint Committee on
12. International Education
13. Library
14. Little Theatre Board
15. Memorial Student Union Board
16. Public Occasions
17. Radio and Television Advisory Council
18. Rector, Edward, Scholarship Foundation
19. Scheduling
20. Scholarships
21. Scholastic Standing
22. Student Publications, Board of Control of
23. Teacher Education
24. Washington Semester Plan and Drew Semester on the United Nations
25. Winter Term

For the convenience of coordinating work in related fields, of electing members to Standing Committees, and of nominating faculty members to other committees, to be voted upon by the entire faculty, the faculty is grouped into divisions, made up of the following departments:

Division I	Air Science, Art, Music, Physical Education
Division II	Classical Languages, English, German and Russian, Romance Languages, Speech.
Division III	Botany and Bacteriology, Chemistry, Geology and Geography, Mathematics and Astronomy. Physics, Psychology, School of Nursing, Zoology.
Division IV	Economics, Education, History, Philosophy and Religion, Political Science, Sociology.

DEPARTMENT HEADS

Each department head shall make recommendations to the Dean of the University as to staff needs, as to persons qualified for appointment to his department; he shall serve as a member of the Committee on Faculty in interviewing and selecting candidates and thereafter acquaint the new member with the particular procedures effective in his department.

He shall recommend annually any changes involving promotions or other change of status in his department to the Dean of the University for consideration by the Committee on Faculty.

He is responsible for the preparation of the semester schedules, for initiating changes in the curriculum of the department, for the adoption of texts, and for any class adjustments which may be necessary during the semester.

He will aid in the annual preparation of the budget, using forms provided by the Office of the Comptroller; he will confer with the Dean, and, thereafter, will be informed of any modifications made necessary following the meeting of the Budget Committee.

POLICIES 3

Absence From Campus

Faculty members must notify the Dean of the University when planning to be absent from the campus. This provision applies only in case of illness or an absence involving several classes.

Advisory and Counseling System

The Dean of Students and the Associate Deans are the general advisors of all students throughout their college courses. Most of the academic counseling, however, is done by the faculty. A faculty counselor is assigned to each entering freshman, and a faculty advisor is chosen by each student when he declares a major.

SELECTING AN ADVISOR

The student will retain his faculty counselor until he declares his major. He *must* make a choice of major in the second semester of his sophomore year and choose an advisor. However, a student may change his advisor or his major provided that he can complete a creditable major by the time of graduation.

When a student is ready to select or change his advisor, he should follow the procedure outlined here:

Call at the Registrar's Office for an advisor card.

Secure the signature of the advisor.

File the signed advisor card in the Registrar's Office.

If a student desires to elect a double major he must (a) secure application form from the Registrar's Office; (b) obtain the signature

of an advisor in each major subject; (c) secure approval of the Registrar and the Dean of the University.

If a student desires to elect an area major he must by the end of the sixth week of the first semester of the junior year (a) secure application form from the Registrar's Office; (b) obtain signatures of two faculty members from the departments of major interest (c) submit the completed application to area major committee through the Assistant Dean of the University; (d) file the major card in the Registrar's Office upon approval of area major.

ADVISOR QUALIFICATIONS

The advisor shall be a faculty member in the department in which the student plans to major.

A faculty member shall have been connected with DePauw University at least one year before he is eligible to serve as an advisor.

ADVISORS' BOOKS

Before each registration period the advisors are given the transcripts of their advisees. The advisor is asked not to give a record of an advisee to a student unless the student presents a written statement from the Registrar that the record may be transferred to another advisor. When a change of counselor or advisor becomes official, the Registrar's Office will request the transfer of advising material from the old to the new advisor. When an advisor leaves the University, all of his counseling material should be left with the respective department head.

COUNSELING

The work of counseling is one of the important University functions of faculty members and should be considered a part of the work performed, just as recognition is given to teaching, administration, library work, and record keeping.

Not all staff members are fitted by interest or temperament to the work of counseling. Good counseling is an art that can be carried out well only by those who are willing to do it. Consequently, counselors are selected on a broad basis of qualifying factors and present advising load.

Counseling is regarded as a function of teaching. In carrying out the program, counselors advise students in the selection of their courses of study and interpret to them the freshman entrance examinations and subsequent tests.

In addition, a counselor may advise his students as to vocation and life work; he may assist students in establishing effective study procedures; and on occasions, he may discuss problems of social and personality adjustment.

Counselees are assigned upon the basis of interest in a certain field, determined objectively as far as possible. Where the interest preference is not definite or clear, counselees are assigned to a counselor within a group of related fields. The remaining counselees,

showing no interest preference, are assigned among the staff or counselors in such a way as to equalize the burden among the staff members.

Athletic Privileges

GYMNASIUM FACILITIES

The physical facilities of the department are utilized primarily for students of the University. However, ordinarily there are times when the facilities may be used by faculty members, and may be reserved in the same manner as they are reserved for students. Faculty members are requested to call the Office of the Director of Athletics (Extension 381) for information regarding available hours for use of tennis courts, handball courts, swimming pool, workout room, horseshoe courts, sauna bath, etc.

GYMNASIUM LOCKERS

Faculty members who desire lockers are invited to inquire of the Custodian of Equipment for Men or of the Custodian of Equipment for Women regarding availability and assignment of lockers.

ATHLETIC TICKETS

It is the policy of the department to furnish all faculty and staff members and their wives with athletic courtesy cards covering general admissison to all home athletic contests. Reserved seats are available by paying the difference between general admission and reserved seats. Courtesy cards are available after September 1 in the Athletic Office, Bowman Gymnasium.

PLUNGE HOUR

The families of Faculty and Staff are urged to participate in the recreation periods Sunday afternoons. Admission to the swimming pool is by courtesy card.

Change of Status

The President and the Dean annually canvass the roster of faculty members, requesting written recommendations concerning personnel changes by the heads of the departments, and taking into account relative periods of service of staff members, apparent effectiveness, and related factors. A list of persons recommended for change in status is compiled and considered in sessions of the Committee on Faculty, which also may make recommendations. Final action is based on a consensus of the committee and the decision of the President and the Dean.

Chapel and Public Occasions

Faculty members are encouraged to attend the chapel services, which are religious programs conducted usually at 10:00 a.m. on Wednes-

days, and the convocations, which are secular programs usually held at 11:00 a.m. on Fridays.

No departmental or student conferences or other meetings are to be scheduled for the chapel or convocation period.

Class Attendance

Although under the "course system" at the University there is flexibility in the number of class meetings per week and in the amount of independent study that the instructor may designate, still regular attendance at class, laboratory, and other appointments for which credit is given is expected of all students. Since the University puts a premium on individualized instruction and attempts to assure the progress of students, it must have the opportunity to direct their studies regularly.

There are no "allowed cuts" or "free" absences from class sessions. Each regular class meeting is regarded as a significant and necessary educational experience, essential to the proper development of the subject matter in the given course. Failure to attend class is regarded as an omission of a step in the educational process that will reflect in the level of achievement and understanding. The extent to which a student indulges in voluntary absence from class is clearly his own responsibility. Regular attendance should be regarded by the instructor as one factor in intensity of effort, interest, and participation in the course concerned. *Each instructor will notify the Dean of Students when, in his opinion, absences from class are endangering the academic standing of a student in his course.*

It is recognized that there will be absences from class because of illness or other circumstances beyond the control of the student. In these cases the Dean of Students will certify to the validity of the absences upon request of the student or a faculty member. Only upon certification will instructors give reasonable attention and guidance in make-up work. However, no such consideration is due in cases following voluntary absence from class. Requests for validation of absences should be made within one week of the student's return to class.

Class Registration

Before the beginning of the semester, instructors are furnished class lists based on advanced registration. Revised class lists are made up as soon as the registration is stabilized. Without official indication of registration in a class, evidenced by the name on the class list or added

later by adjustment or petition, the student shall not be permitted to remain in the class.

Grade cards are provided after class enrollments become stabilized. They should be retained by the instructor and returned to the Computer Center at the end of the semester. The completed grade card should show course credit, final grade, and the instructor's signature.

Commencement

All members of the Faculty are expected to attend the annual baccalaureate and commencement exercises. They should regard such attendance as a part of their contractual obligations, and requests for excuses should be sent to the Dean of the University only in cases of emergency or urgent business.

Courses and Examinations

WITHDRAWING FROM COURSES

Under no condition should a student leave a class until he has completed the adjustment procedure in the Registrar's Office. An instructor should not consider a student withdrawn from class until he has received a cancellation or withdrawal card from the Registrar.

COURSE CHANGES

Students may change from one course to another within the first six class days of a semester by making adjustments on regulation adjustment forms calling for the signature of the instructor whose course the student wishes to enter and of the student's advisor or counselor.

After the first six days of a semester, changes from one course to another may be made only with the approval of the Committee on Scholastic Standing. Each petition for such an adjustment must have the signature of the student's counselor or advisor and of the instructor whose course the student wishes to enter.

In any case, an instructor should not give his approval for a student to enter his course late if he feels that the student will be unable to make up previous work.

Ordinarily, students may not make adjustments which involve entering new courses after the end of the third week of a semester.

A student may not register in DePauw University after the end of the second week of a semester. A student entering after the first week may do so only with the permission of the Committee on Scholastic Standing.

CLASS REGULATIONS

The adopted pattern for setting up classes shall be adhered to in preparing class schedules, at the time of registration, and thereafter. If any changes are necessary, either in classes or laboratories, they should be cleared through the office of the Dean of the University and the Committee on Curriculum and Academic Routine.

All classes must be held in the classrooms designated. Unless otherwise indicated, classes are to be held for fifty minutes.

Instructors do not have authority to change the scheduled time of classes or laboratories preceding or following holidays or at the end of the semester.

Curricular Changes

All curricular changes for a subsequent year must be submitted by departments to the Committee on Curriculum and Academic Routine soon enough to be cleared by the Faculty at the November meeting and before departmental materials are due for the University Catalogue. All inclusions for the Schedule of Classes for the second semester must be approved not later than the October meeting of the Faculty. Departments should, therefore, meet not later than early October in order to consider probable curriculum changes for the ensuing three semesters. Departments should bear in mind the fact that course changes can be considered by the faculty at any time during the academic year.

Dismissal

A faculty member during his probationary period may be released at the end of any contractual year. This action may be taken by the President after consultation with the Department Head, the Dean of the University, and the Committee on Faculty.

A faculty member who has achieved indefinite tenure may be released only for definite cause or by reason of a *bona fide* financial exigency of the University. Definite cause for dismissal consists of the following: (a) physical or mental disability; (b) moral conduct unfitting for his position; (c) inability to harmonize with the ideals or educational philosophy of DePauw University; (d) advocacy of the overthrow of our form of government by violence or other unconstitutional means; (e) service which falls distinctly below the standards which the University may justly expect in terms of a composite of satisfactory teaching, productive scholarship, co-operation

with colleagues, and success in keeping abreast of one's subject.

Representations made concerning a faculty member on indefinite tenure with the view to his removal for cause *or* academic cause must be presented to the Committee on Faculty and may be initiated by the President of the University, Dean of the University, or the head of the department involved. The Committee on Faculty shall add to the Committee the head of the department concerned and may add other members of the Faculty for purposes of discussion.

The Committee on Faculty shall give due opportunity to the faculty member in question to present his case. He may seek the advice of persons either in the University or outside who are competent to give information on the case. The Committee on Faculty shall have access to all documents relative to the case which may be in the possession of the University.

The report of the Committee on Faculty concerning such a case is advisory, but shall constitute a major, though not necessarily determining, factor in the final decision of the administration.

The President of the University shall also consult with the Committee on Faculty before effecting the release of any faculty member on indefinite tenure for the reason of *bona fide* financial exigencies.

In all cases of dismissal of faculty members the procedure shall be in accordance with the practices approved by the American Association of University Professors.

Teaching Evaluation

Excellence in teaching has become traditional at DePauw University and is a matter of major emphasis today. Every encouragement is given by the University to maintain and improve standards of instruction. To this end, faculty members should not only be alert to new methods and practices in the teaching of their subjects, but they should also attempt to devise and use available instruments for the evaluation of their teaching. While the University has discontinued the periodic use of teacher rating scales, the Dean of the University will be glad to furnish instructors with such tests if they are desired. He will also be glad to discuss with departmental heads and faculty members new techniques and methods now being used for the evaluation of college instruction.

Grading System

Definitions of the grades approved for the University are as follows:

GRADE DEFINITIONS

A—A symbol assigned to those records showing achievement of

exceptionally high merit and of a quality as near perfection as is likely for a student.

B—A symbol assigned to student records showing achievement at a level superior, either quantitatively or qualitatively, or both, to the basic level.

C—A symbol certifying basic achievement in which the quantitative and qualitative requirements of the course are met satisfactorily and adequately by careful and conscientious work. (This is, therefore, not necessarily an *average* grade for the student body.)

D—A symbol assigned to those records which fall short of satisfying fully the quantitative and qualitative requirements of a course, yet in which the level of achievement approximates the basic level closely enough to warrant credit.

E—Indicates a conditional failure, and is to be used sparingly. When an E is reported, the instructor shall record on the reverse side of the grade card the reason for the grade and direct stipulation as to the time and requirements for removing the E. An E may be removed by subsequent examination or by such other requirements as the instructor of the course may specify, provided the work is completed and the final grade reported to the Registrar within the following year or not later than the last day of the corresponding semester of the following year. An E may become either F or D, but not higher than D. If an E is not removed within the time limit, the instructor of the course shall report an F to the Registrar not later than the last day of the corresponding semester of the following year. The time limit is effective even though the student is not in residence the following year.

F—A symbol assigned to those student records in which the achievement fails completely to meet course requirements.

I—Indicates that a course has been carried through the semester but lacks completion at the time the final grade is due. Normally it should be given only for absences from class or examination because of illness of the student or for other emergencies during a considerable part of the semester or at the end of the semester. This mark should not be given for work that is below passing or for failure of the student through negligence to submit work on time; and it should be given only when the student intends to complete the course within the time limit described below. When an I is reported, the instructor shall record on the reverse side of the grade card the reason for the grade and direct stipulation as to the time and requirement for removing it. The endorsement of the Dean of the University is to be obtained on the card by the instructor, indicating that conditions warrant the reporting of the I. Without the Dean's endorsement the grade card may not be accepted by the Registrar. The grade given upon the removal of an I may become any grade from A to F. If an

I is not removed by the last day of the eighth week of the following semester, the instructor shall nevertheless report a final grade (A to F) to the Registrar by the end of that period. The time limit is effective only when the student is in residence during the semester in which the work is scheduled to be completed.

Exceptions to this policy are made for the required physical education courses, which may be completed during the corresponding semester of the following year when the incompleted activities are in season. No other exceptions are made unless the student has advance permission from the Committee on Scholastic Standing for an extension of time.

W—Indicates that the student withdrew from the course before the end of the semester and was *passing* at the time of withdrawal. He may not petition for the grade of W after the first ten weeks of the semester except in cases where illness is a matter of record with the University Physician.

WF—Indicates that the student withdrew from the course before the end of the semester and was *failing* at the time of withdrawal.

Dr—Indicates that the student was dropped from the course before the end of the semester at the request of the instructor or was taken from the course by a dean or by the action of an appropriate committee. Dr is a *failing* mark.

De—Indicates that the final grade must be deferred because it is dependent upon work done in succeeding semesters, even though the student has completed all the required work up to that time. Permission to give De in a course must be secured in advance from the Dean of the University or (in case of a graduate course) from the Director of Graduate Studies. The De should be changed to a final grade as soon as the subsequent course work makes it possible to determine the grade. A De may be changed to any grade from A to F.

Pass-Fail Regulations—Students who have junior or senior classification may take one course each semester on a Pass-Fail basis. The final course grade will be either Pass or Fail. Such a course will apply toward the degree for which the student is working as elective credit only and will not fulfill any specific graduation or major requirement. The course will carry full credit and count on the semester load and toward the total number of courses required for graduation. At the time of registration the student must indicate the course to be taken on a Pass-Fail basis. No change may be made to or from a Pass-Fail course after the first six days of classes. A Pass (P) grade indicates that the student has done D work or better in accordance with the grade standards of the class. Pass-Fail courses will not be counted in computing the student's scholastic average.

PROGRESS REPORTS

All estimates of scholastic standing other than final grades should be called "progress reports" or "estimated standings" or some other name that avoids the use of the word "grade."

Mid-semester reports for the first semester shall be made to the Dean of Student's Office, giving estimated standings for all freshmen and for such upperclassmen as are doing unsatisfactory work. These reports are made at the end of the seventh week of the first semester. In addition, individual cases of poor adjustment or poor performance, particularly in the freshman year, are to be reported (to the Dean of Students) as soon as observed.

Posting of grades is to be discouraged as a practice that tends to add to their emphasis.

ASSIGNING GRADES

Achievement should be used as the basis of grading. Grading standards are to be in terms of our own student body irrespective of standadrs of other institutions.

The assignment of grades to student records is recognized as of primary concern to the institution as a whole as well as to the individual instructor.

The grades given by individual instructors should conform, in general, to the grading pattern of the institution as a whole.

The Dean of the University and the chairmen of the various departments are recognized as responsible for guarding the academic standards of the University.

It is suggested that the average grade distributions should be slightly lower than the following:

Grade	*Percentage*
A	14.76
B	34.40
C	39.10
D	8.22
F	1.80

CHANGE OF GRADES

The grades reported to the Registrar at the end of the semester are recorded on the student's permanent record, and they may not be changed except by one of two procedures:

1. A grade of E, I, De, or W may be changed in accordance with the regulations set forth in the preceding paragraphs explaining those grades.

2. A grade of A, B, C, D, or F may be changed only upon written request of the instructor who gave the grade and with the written approval of the Dean of the University.

All changes of grades are to be reported on regulation cards furnished by the Registrar's Office.

GRADE ANNOUNCEMENT

The faculty regulation states that final grades *shall not be made available* to students by anyone at the close of the semester until the deadline for the submission of such grades to the Registrar shall have passed, except that grades of E, F, or I may be reported to students by the Registrar as soon as they are received from the instructor.

GRADE REPORTS TO REGISTRAR

The final grades of all students are due in the Registrar's Office before four-thirty o'clock on the third day following the final examination in the course, with three exceptions: (1) in the first semester the grades for courses having final examinations on the *two last days* of the examination period are due before four-thirty on the first day following the last examination; (2) in the second semester the grades for courses having final examinations on the *two last days* of the examination period (not including grades for graduating seniors) are due before four-thirty on the *third day* following the last examination; and (3) grades for graduating seniors are due before nine o'clock on the morning following the last day of examinations.

GRADE REPORTS TO DEANS

In order to enable the personnel deans to advise students of their progress and warn them about low scholarship, instructors are expected to report to them the names of all students who are doing unsatisfactory work *at any time during the semester*. These grades are not permanent, but they serve as a guide in counseling the students. Whenever a student's scholarship is low or endangered, or whenever he seems to be neglecting his work or cutting classes too frequently, his parents are notified by the deans.

Graduate Study

Faculty members may take a limited number of graduate courses with the approval of the Dean of the University.

Grants for Faculty

All University grants, such as Faculty Improvement, Faculty Research, Sabbatical Leaves, Ford Humanities and similar programs are designed for the enrichment of DePauw faculty members and through their presence and service at DePauw for the strengthening of the DePauw program. In accordance with long-standing University policy, as illustrated in the Sabbatical Leave guidelines, all grants under any of these programs will be made only to DePauw personnel

who continue with the University for at least one year following the year in which the grant is used.

Should a grant be awarded to a member of the faculty who, subsequent to the award, finds that he will not be continuing his professional relationship with DePauw University during the next academic year, such award will be withdrawn.

Learned Society Meetings

Members of the faculty who have been on the staff of the University for two years or longer or who hold appointment to the rank of Assistant Professor or above may apply for travel allowance to one regional or national learned society meeting per academic year. The rate of reimbursement paid by the University and the maximum thereof will be determined annually by the Dean and the Committee on Faculty.

All applications should be sent to the Dean of the University on the form provided therefor.

Leaves of Absence

STATEMENT OF PURPOSE

The Leave of Absence Program is for the purpose of encouraging study and research in order to increase the professional effectiveness of the faculty member and the value and usefulness of his subsequent service to the University.

TYPES OF LEAVES

- *Sabbatical Leaves*—Sabbatical leaves of absence are granted primarily for the pursuit of scholarship in one form or another—e.g., for study, research, publication, travel and visitation, or other enterprises undertaken to further the solution of educational problems.
- *Special Leaves*—Special leaves are granted for the following purposes: (a) A temporary appointment to service with a scholarly organization of national scope. (b) Additional graduate work.
- *Leaves for Reasons of Health*—Either sabbatical leaves or special leaves of absence may be granted, in exceptional cases, when conditions of health make such a procedure seem advisable.

LEAVE ELIGIBILITY

A faculty member may apply for a sabbatical leave of absence if he is above the rank of instructor and if he has completed seven years of continuous service at DePauw University. He will be eligible to apply for a subsequent sabbatical leave for each seventh year thereafter. Sabbatical leaves of absence are not cumulative, although the total pattern of service will be considered by the Committee on Faculty.

Not more than one faculty member in any single department shall ordinarily be granted a sabbatical leave of absence for the same period. The administration also reserves the right to limit the total number of faculty members on sabbatical leave during any one semester.

A faculty member, regardless of rank, may apply for a leave of absence without pay, provided that he has sufficient purpose for such application.

Leaves of absence and/or sabbatical leaves may be granted to administrative officers by the President and the Board of Trustees of the University in the light of the circumstances in each case.

LEAVE APPLICATION

Application for a sabbatical or other type of leave of absence should be made, in writing, by November 1 in the year preceding the year in which the leave is desired. Applications shall be sent to the Dean of the University after consultation with the head of the department involved.

The Leave of Absence Program will be carried out insofar as University finances for staff needs will permit.

LEAVE DETERMINATION

Final decision with reference to the granting or denying of leaves shall be made by the Board of Trustees upon the recommendation of the President and the Dean of the University, after their consultation with the Committee on Faculty. Care should be exercised by the Committee on Faculty and the Administration to the end that sabbatical leaves shall be fairly distributed among the members of the Faculty who are eligible therefor.

REMUNERATION DURING LEAVES

Sabbatical leaves usually are granted for one semester only, for which period a faculty member shall receive his full pay. Faculty members who desire an additional semester (one academic year) shall receive one-half of the annual salary for the period of the absence.

A faculty member who is granted a special leave of absence shall receive no salary.

In general, no faculty member while on sabbatical leave shall accept salary or remuneration in addition to the salary granted by DePauw University. This regulation is intended to apply to regular teaching or work accepted primarily as a means of earning additonal income. Remuneration may be accepted for activities which, in the opinion of the Committee on Faculty and the Administration, contribute definitely to the essential usefulness of the instructor to DePauw University.

OBLIGATIONS AFTER LEAVES

A faculty member on sabbatical or special leave is required to con-

tinue in the service of the University for at least one year following the conclusion of the leave.

A faculty member, upon his return from a sabbatical leave, is required to present a written report to the Dean of the University and the President concerning the nature of his activities during such leave. This report should include a summary of any findings and an outline of procedures employed and localities visited during the leave of absence.

Library Regulations

The members of the Library staff welcome the opportunity to be of professional service to members of the faculty and students. Such service depends largely upon the free flow of information regarding assignments, materials needed, Library resources and services, and related matters. For example, a copy of a student assignment involving use of the Library should be sent to the reference staff, so that the various members can anticipate unusual demands upon certain types of material and plan their service program accordingly.

Resource and service problems should be discussed with the appropriate members of the Library staff, thus enabling the faculty member and librarians to exploit fully the possibilities in any given situation. The better informed the staff becomes the more able it will be to assist in the educational program of the faculty.

To assist in the orderly use of the Library, the following procedures have been established:

BORROWING PRIVILEGES Most of the books in the Roy O. West Library are on the open shelves and are available to faculty members for home use, on an indefinite loan basis. Books which are borrowed, however, are subject to recall as needed after a two-weeks' period.

LIBRARY PURCHASE REQUESTS Requests for books, microfilm, records, etc. should be submitted with bibliographical information to the Acquisitions Department on the form provided by the Library. It is suggested that titles first be checked in the card catalog to see if the needed materials are already among Library holdings.

Special needs, such as rush requests for reserve courses, should be indicated on the order form. The purchase of out-of-print books can be discussed with the Acquisitions Librarian.

New subscriptions to periodicals should be sent to the University Librarian.

New materials which have been processed and are ready for use appear on the "Titles Added" list. A faculty member is welcome to

inquire at any time in the processing departments on the progress of the acquisition and cataloging of his requests.

RESERVED BOOKS

A reserved book collection is maintained on the open shelves in the Reserve Book Room, Ground Floor. Some books, which by reason of condition, anticipated use, or limited number, must be placed on a more restricted basis, are available from an attendant at the Reserve Desk. Normally all reserved books must be used in the Library but they may be borrowed for overnight use. Personal copies on reserve may not be borrowed.

Faculty members may request that books be placed on a reserve status by presenting lists of such books to the Circulation Librarian. Such lists should bear the course name and number. Every effort will be made to make these requested books available in the Reserve Book Room within twenty-four hours, although this service may not be possible at the beginning of a semester. A faculty member will be notified promptly when his requested books are thus made available, and he will also be notified what books could not be placed on a reserve status, with the reason given. *Faculty members are expected to notify the Circulation Librarian promptly when books are to be removed from a reserve status.*

INTER-LIBRARY LOANS

Inter-library loan requests for materials not available in this library should be made in writing to the Reference Librarian. Any materials which may be borrowed must be used under the conditions stipulated by the lending library. Borrowers are expected to honor any special conditions imposed and to make books available for return within the time specified.

FACULTY STUDIES

Six faculty studies, each furnished with a table and chair, are located on the third floor. These studies will be assigned, on a semester basis only, to members of the faculty who are engaged in research or creative work and who need restricted study facilities. Application should be made to the Librarian.

CARRELS

Individual study desks, located on each of the four floors of the Library, may be assigned on the same basis as indicated immediately above. Applications should be made to the Circulation Librarian.

WINTER TERM MATERIALS

If new library materials will be needed for use in January, requests should be in the Acquisitions Department before October 1. Special requirements, such as non-book materials or importation from non-European countries, should be discussed with the Acquisitions Librarian.

The Library Staff invites requests for additional services during this term. If group projects will require reference and bibliographic services, arrangements should be made with the Reference Librarian as far in advance as possible.

Normal Teaching Load

The present practice is to regard three courses as the normal teaching load. Laboratory supervision is counted in the proportion of two thirds of classroom instruction. Allowance is also granted for administrative duties performed by departmental heads.

Personal Record

Each member of the faculty is requested to make available in the Office of the Dean of the University a complete record of his professional preparation and achievements, including research and original work, covering books printed, reviews, critiques and articles published, music composed or arranged, paintings or drawings produced and public performances of all types. When available, two reprints of publications should be filed. This record should be brought up to date each year.

Teaching/Examining Techniques

Teaching techniques should be employed which emphasize personal progress and competition with self rather than competition with others.

Examining techniques should make frequent use of applicatory questions and "thought" questions wherein the facts are assumed to be known and must be used and wherein associative and reasoning capacity is tested; "objective" tests should be kept in proper balance and when used, should be carefully devised and addressed to fundamental issues of the course.

Increased use should be made of frequent short quizzes of five to twenty minutes duration as a device to induce sustained and continuous effort; *and whole hour examinations should be announced approximately one week in advance.*

Sales and Soliciting

No person is permitted to solicit or sell on the campus without first securing the permission of the Dean of Students.

Social Responsibilities

FACULTY GUESTS

For coeducational functions held in the living units faculty guests are not required. Student groups, however, are encouraged to invite faculty guests to participate in their social functions.

For student social functions held outside the living unit the student groups are required to have at least two faculty guests (plus wives, husbands or escorts) attending the function.

These campus social functions are a part of the educational process; they are considered laboratory experiences through which students practice the art and skills associated with well-educated socially poised adults. The members of the Dean of Students Staff will appreciate hearing faculty reactions to the functions attended.

● *Invitations to Faculty Members*—In response to frequent requests from new faculty members the following information concerning customs followed at DePauw is presented:

Written acknowledgments are expected in response to all formal invitations.

An answer to an informal invitation for a meal may be made in writing, by telephone, or in person. An acknowledgment of all invitations to meals is expected.

Acceptance to a tea invitation is assumed unless a written regret is sent.

Supplies for Teaching/Office

CONTRACTS

All teaching and office supplies are obtained by requisition either through the Comptroller's Office, the University Book Store, or the University Storeroom (for supplies commonly used). The requisition must be signed by the department head.

In case of supplies not provided for in the budget, the expenditure should be authorized by the Dean of the University.

Tenure Regulations

TENURE REQUIREMENTS

All contracts at DePauw University are for one fiscal year only. The precise terms and conditions of the appointment shall be stated in this contract. The actual *tenure* of faculty members at DePauw University is a matter separate from the contract. The contract is merely a financial agreement.

The maximum probationary period at DePauw University shall be six years. Any faculty member, no matter what his rank, is entitled

to indefinite or permanent tenure after this probationary period. Tenure will not be granted to any faculty member unless the Ph.D., Ed.D., or other appropriate terminal degree has been attained. Normally, the terminal degree will be expected on initial appointment, or within a year or two thereafter.

INSTRUCTOR APPOINTMENTS

The initial appointment shall be for one year. The first year of the appointment is always probationary and must be mutually satisfactory to both parties concerned before the appointment is continued. At the end of the sixth year the instructor must be either promoted or released. If an instructor in his first year is not reappointed, he shall be notified to that effect, in writing, not later than April 1 of that year. Instructors who have served for more than one year who are not to be reappointed shall be notified to that effect, in writing, not later than one year before their appointments expire.

ASSISTANT PROFESSOR

The initial appointment of an assistant professor is for one year. This year is probationary, and conditions must be mutually satisfactory to both parties before the appointment is continued. When a faculty member is promoted to the rank of assistant professor, the appointment is also for periods of one year each. If an assistant professor or an associate professor in his first year is not reappointed, he shall be notified to that effect, in writing, not later than January 1 of that year. An assistant professor or associate professor who has served more than one year and who is not to be reappointed shall be notified to that effect, in writing, not later than one year before his appointment expires.

ASSOCIATE PROFESSOR

The total probationary time for an associate professor shall not be longer than three years with the definite provision that each year of such an appointment must be mutually satisfactory to both parties concerned before the appointment is continued. At the end of the three-year period, an associate professor shall be released of retained on indefinite tenure.

In the case of a promotion of a staff member to the rank of associate professor that staff member is entitled to indefinite tenure at this rank.

APPOINTMENT OF PROFESSORS

The initial appointment at this rank carries with it indefinite tenure; therefore, any initial appointment to this rank will be very carefully considered in all cases.

Promotion to the rank of full professor also carries with it indefinite tenure.

APPOINTMENT AND PROMOTION

In the initial appointment to the faculty and subsequent first promotion previous teaching experience shall be taken into consideration, but shall not be considered thereafter. Normally the number of years required in rank will be greater than the minimum indicated.

Candidates for an initial appointment as an instructor must have at least the M.A. or M.S. degree. (Exceptions may be made for temporary appointments or when there are compensating factors.) Normally, an instructor shall serve for at least four years before becoming eligible for promotion.

For the rank of an assistant professor the candidate must have either the Ph.D. degree or considerable work beyond the M.A. (or M.S.) degree, or equivalent qualifications. Normally, an assistant professor shall serve for at least four years before becoming eligible for promotion.

An initial appointment or promotion to the rank of an associate professor ordinarily will be conditioned by the candidate's having a Ph.D. In addition to the degree qualifications previously stated, the person must show promise of definite evidence of adequate teaching ability and professional interest. Normally, an associate professor shall serve for at least six years before becoming eligible for promotion.

An initial appointment or promotion to the rank of professor requires all of the qualifications for the rank of associate professor plus additional experience.

For those teachers who were members of the faculty during the academic year 1956-57 two modifications of the above regulations will be recognized: First, faculty members without a doctoral degree in a discipline in which such a degree is customary but who have accumulated twenty-five years of full-time teaching service of which fifteen years have been in the rank of associate professor may be promoted to the rank of professor. Second, in certain disciplines at DePauw (and other institutions) a doctoral degree has not been traditional. Promotion for the present members in these few departments may be given for: (a) graduate study; (b) scholarly or creative contributions to their fields; (c) significant contributions to the work of the University.

Because the doctorate can now be acquired for teaching in all departments of the University, effective with the academic year 1957-58 new faculty members in general will be required to have the doctoral degree for appointment at, or promotion to, the rank of professor or to the headship of a department.

Retirement

Employees of the University who have attained the retirement age of sixty-five at the end of any academic year shall retire. However, the University may retain, on a year-to-year basis, any member of the staff after his official retirement. The President, in consultation with the Dean, department head, and Committee on Faculty, may make such appointments of members of the instructional staff. Generally, when retired members of the instructional staff are re-engaged, the teaching load will be limited to one course each semester. Additional teaching loads may be assigned, on a temporary basis, when specific need exists.

In no case will the University retain a faculty member who has attained the age of seventy-two at the end of any academic year.

Examinations

No hour examinations may be given in the last six class days of the semester.

Normally an examination period should not exceed three hours.

Final examinations may not be given at any time other than that announced in the schedule except with the consent of the Dean of the University.

No student may be excused from taking the final examination in any course in which an examination is a requirement for credit in the course.

The instructor assumes the responsibility of seeing that examinations are conducted so that integrity is maintained in the classroom.

Dishonesty in class or examinations is regarded as an offense against the University. Cases of this sort are usually handled by the individual faculty members; however, they may be referred by the faculty member to the Student Court.

Buildings and Grounds

Offices and classrooms are assigned by a subcommittee of the Committee on Curriculum and Academic Routine.

Keys for offices and classrooms should be requisitioned by the department head from the Maintenance Department.

Keys for doors to buildings should be requisitioned by the department heads through the Comptroller's Office.

Keys may be assigned to student assistants doing essential work in offices, classrooms, or laboratories, but no student may be assigned keys to building entrances.

The Committee on Administration has fixed the following hours when all buildings will be secured and locked for the night. In certain buildings hours of opening have also been determined.

East College	6:00 p.m. (Classrooms locked at 5:00 p.m.)
Asbury Hall	10:00 p.m.
Minshall Lab.	5:00 p.m.
Harrison Hall	10:00 p.m.
Speech Hall	5:00 p.m.
Music Hall and Music Annex	10:00 p.m.
Art Center	8:00 a.m. to 5:00 p.m. Monday through Saturday
	7:00 p.m. to 10:00 p.m. Monday through Friday
	1:00 p.m. to 5:00 p.m. Sunday
Art Annex	7:00 a.m. through 10:00 p.m. Monday through Friday
	7:00 a.m. to 5:00 p.m. Saturday
	1:00 p.m. to 5:00 p.m. Sunday
Bowman Gym	8:00 a.m. to 10:00 p.m. Monday through Friday
	8:00 a.m. to 9:00 p.m. Saturday
	2:00 p.m. to 5:00 p.m. Sunday
Library	8:00 a.m. to 10:00 p.m.
	8:00 a.m. through 11:00 p.m. Monday through Thursday
	8:00 a.m. to 10:00 p.m. Friday
Reserve Book Room	9:00 a.m. to 5:00 p.m. Saturday
	1:30 p.m. to 10:00 p.m. Sunday
African Studies	8:00 a.m. to 5:00 p.m. Monday through Friday
Afro-American Center	9:00 a.m. to 11:00 p.m. Monday through Thursday
	9:00 a.m. to 1:00 a.m. Friday
	9:00 a.m. to 1:00 a.m. Saturday
	9:00 a.m. to 11:00 p.m. Sunday

Instructors who wish to give permission to students or to groups of students to be in buildings after closing hours should provide each student or student in charge of a group with a written statement of permission which can be checked by the University officer charged

with inspecting, checking, and supervising the instructional buildings when they are officially closed. The responsibility for supervising the student or group of students is the responsibility of the instructor who issues the written permission. All custodial services for all events in all physical plant buildings, with the exception of the dormitories, must be requisitioned through the Maintenance Department.

In general rooms needed for special events should be scheduled through the Assistant Dean of the University. The following are exceptions:

1) Rooms in Bowman Gymnasium should be scheduled through the Athletic Office.
2) Rooms in Speech Hall should be scheduled through the Head of the Speech Department.
3) Use of Meharry Hall is scheduled through the School of Music.

Instructors should erase blackboards if the room is to be used by someone else the next hour.

Visual Aids

Most of the visual aids equipment is centered in the Roy O. West Library, and since the 150-seat auditorium in this building is especially equipped for movies and illustrated materials it is suggested that arrangements be made for the use of the auditorium when needed. No charge is made for the services of a projectionist under these conditions. Provisions are also made for the use of a tape recorder and the playing of all types of recordings.

Provision should be made in the departmental budget for films, tapes, or records which the instructor wishes to use.

Video-tape equipment and service are available through the office of the assistant dean. The equipment is located primarily in the library basement with a distribution system connecting Harrison Hall, Asbury Hall, and the Library auditorium. Most of this equipment is portable and can be used on any location. Operators and tapes are available for recording and playback without charge to individual faculty or departments. If a video tape is to be permanently recorded and maintained by a department, the department should purchase it. For purposes of standardization and compatibility, acquisition of video equipment and/or systems must be approved by the television committee.

BENEFITS 4

Insurance and Retirement Plans

There are 3 separate benefit plans for staff members of DePauw University. They are group insurance, retirement, social security, [redacted] The Comptroller's Office is responsible for their administration. New staff members should contact this office promptly upon assuming their duties.

GROUP INSURANCE

The University has had in effect since 1931 a plan of Group Life insurance for the benefit of its employees. In 1936, Group Accidental Death and Dismemberment insurance was added; the Plan was further improved in 1943, at which time the University adopted a program of Hospital Expense Insurance and Surgical Benefits for employees. In 1947, Hospital Expense Insurance and Surgical Benefits were added for dependents of our employees. Long Term Disability Insurance was added in 1964 and a Major Medical plan was included in 1958. All coverages are underwritten by The Equitable Life Assurance Society of the United States. All new employees are required to participate in the Life and Accidental Death and Dismemberment portion of the Group Insurance Plan as a condition of employment.

● *Eligibility of Employee*—You will become eligible for group insurance coverage upon the effective date of your employment. (This applies only to faculty and to administrative personnel who are employed under contract.) All other employees must complete three months of service before becoming eligible for insurance coverage.

Employees who are not actively at work on the date when their insurance would otherwise become effective will become insured immediately upon their return to active service.

Employees whose normal work week is less than 20 hours, and employees whose basic annual earnings are less than $500.00, are not eligible for this insurance.

● *Medical Examination*—No medical examination will be required provided that you subscribe for this insurance on or before the date of your eligibility or within 31 days following that date. If you do not subscribe within this period and at a later date wish to become insured, it will be necessary for you to satisfy the insurance company that you are in good health, and you may be required to pass a medical examination at your own expense before you can become insured.

● *Eligibility of Dependents*--Your eligible dependents may be included in the plan if you become insured under the plan. An eligible dependent shall mean an employee's wife or husband and unmarried children over fourteen (14) days of age and under nineteen (19) years of age, unless an unmarried full-time student, in which case the benefits continue to age 23. This does not include a wife or husband or any child who is eligible under the plan as an employee. If you have eligible dependents, you must subscribe for dependent benefits now so that they will be protected as of the same date you become insured.

If you do not have eligible dependents on the date your insurance becomes effective but have eligible dependents at a later date, such persons will become protected from the date they become eligible provided you enroll them within thirty-one days.

Dependents who are confined in a hospital at the time they are otherwise eligible cannot be included under the plan until termination of confinement.

If you fail to sign an application card to include eligible dependents within 31 days after the date you become eligible to include them and apply for this insurance later, the protection for these dependents will not become effective until three months after the date of your application.

● *Individual Certificates*—In accordance with the terms of the policies between DePauw and the Equitable, individual certificates evidencing the insurance and containing detailed information regarding the benefits will be issued to each insured employee.

Group Life Insurance, Hospital Expense, and Surgical Benefits provide certain limited benefits after the termination of insurance. Insured employees are urged to read their certificates to familiarize themselves with the details of the benefits.

● *Life Insurance*—The benefit becomes payable upon the death of the insured, regardless of the cause. It will be paid to the person(s) whom the employee has named as beneficiary. The employee may direct at any time that the beneficiary be changed. In such case the employee should request the necessary form from the Comptroller's Office. Instruction for filling out the form will be given at that time.

Group Life Insurance terminates upon termination of employment. During a thirty-one day period after termination of employment, the employee has the privilege of converting the Group Life Insurance into individual insurance (except Term Insurance), without medical examination by making application to the insurance company and paying the applicable premium.

● *Accidental Death and Dismemberment Insurance*—In the event of your accidental death or dismemberment, this insurance is payable, while you are insured under the policy, regardless of whether the accident occured at work or away from work, and provided such death or dismemberment results directly and independently of all other causes, from bodily injury caused solely by external, violent and accidental means and within ninety (90) days from the date of the accident.

The full amount of the insurance will be paid for loss of life, or both hands, or of both feet, or the sight of both eyes, or the loss of one hand and one foot, or of one hand and the sight of one eye, or one foot and the sight of one eye. One-half the amount will be paid for the loss of one hand or one foot or the loss of the sight of one eye. If more than one of the above losses is sustained as the result of any one accident, payment will be made only for the loss for which the larger amount of indemnity is payable.

The benefits are in addition to any benefits which may be payable under other forms of group insurance; in case of dismemberment they are payable to you and in the event of accidental death are payable to the beneficiary named by you. You may change your beneficiary at any time by making out a request form and submitting it to the Office of the Comptroller.

This insurance terminates upon termination of employment.

● *Hospital Expenses*—These benefits are payable if the insured is confined in a legally constituted hospital for at least 18 hours, regardless of cause. However, no minimum period of hospital confinement is required when a surgical operation is performed or when the confinement results from accidental injury and commences within seventy-two hours of the accident. Confinement must be recommended by a licensed physician.

Employee benefits are payable up to a maximum of 70 days. In addition, reimbursement up to 20 times the daily benefit will be paid

for hospital charges for other than room and board or doctors' and nurses' fees provided such charges are for services recommended by a licensed physician. For maternity hospital confinement, benefits are limited to a maximum of fourteen days and up to twenty times the daily benefit in reimbursement for additional charges.

Dependent benefits are payable in accordance with the schedule of benefits of each day of approved hospital confinement but not in excess of the daily charge for room and board up to a maximum of 70 days. Reimbursement will also be made up to 20 times the daily benefit for hospital charges for other than room and board or doctors' and nurses' fees provided such charges are for services recommended by a licensed physician.

Maternity and obstetrical benefits for dependent wives will be payable up to a maximum of ten times the daily hospital and room benefit, provided such hospitalization or obstetrical procedure occurs nine months or more after the effective date of their insurance.

● *Surgical Reimbursement*—These benefits will be paid for charges for operations performed by a licensed physician or surgeon up to a maximum amount as shown in the certificate of insurance. The certificate contains a complete list of surgical operations.

● *Major Medical Expense Benefits*—This coverage supplements the basic plan of Hospital and Surgical Benefits and is designed to pay a substantial amount toward the heavy expenses resulting from a serious accidental bodily injury or sickness not connected with employment.

Payment will be made up to 80 per cent of all covered expenses incurred on account of such sickness or injury in excess of the deductible amount, consisting of a cash deductible of $100, and any benefits paid under the basic plan of hospital and surgical benefits, and the benefits provided with respect to covered expenses under any other Group plan or plans. Benefits will be paid under this plan up to a maximum of $10,000 with respect to any one individual for expenses incurred as a result of the same or related causes.

Details of this coverage may be found in the insurance booklet issued to each employee.

● *Long Term Disability Insurance*—This coverage is designed to pay you a monthly income benefit for loss of earnings due to total disability resulting from accidental bodily injury or sickness occurring either on or off the job. It becomes effective at the time you become eligible for our retirement plan (TIAA and CREF) and is compulsory for all staff members under contract.

A complete outline of the coverage will be furnished at the time you become eligible for our retirement plan.

● *Travel Insurance*—Effective April 21, 1964, additional insurance was purchased by the University to further protect those staff members who must travel in the course of their teaching or administrative duties. The following coverage was purchased:

$25,000 for death, dismemberment, or loss of sight
$5,000 blanket medical accident expense

This protection is in effect twenty-four hours a day, from the time the staff member leaves Greencastle until his return.

● *Termination of Insurance*—Except as explained with regard to Group Life Insurance, Hospital Expense and Surgical Benefits, your insurance terminates as of the date you cease to be in our employ. Dependent benefits terminate when a child marries or attains age nineteen, unless a full-time, unmarried student, in which case the benefits continue to age twenty-three, or when a wife ceases to be married to an insured employee, or when a dependent becomes eligible for benefits as an employee under this plan.

● *General Information*—The Schedule of Benefits and Contributions by employees will be found below for all insurance coverages except the Long Term Disability and the Travel Insurance. The premium for the latter coverage is paid in its entirety by DePauw University.

Basic Rate of your Annual Earnings	Group Life Insurance	Accidental Death & Dismemberment
Less than $2,000	$ 3,000	$ 3,000
$2,000 but less than $ 3,000	4,000	4,000
3,000 but less than 5,000	6,000	6,000
5,000 but less than 6,000	8,000	8,000
6,000 but less than 8,000	11,000	11,000
8,000 but less than 10,000	14,000	14,000
10,000 but less than 12,000	17,000	17,000
12,000 but less than 15,000	20,000	20,000
15,000 but less than 18,000	23,000	23,000
18,000 but less than 21,000	26,000	26,000
21,000 and over	29,000	29,000

The amount of Life Insurance would be reduced 50 per cent at retirement or attainment of age sixty-five, whichever occurs first, subject to a continued coverage maximum of $9000. Accidental Death and Dismemberment for active staff members is reduced 50 per cent with a maximun. of $9000 at age sixty-five and terminates at retirement.

FOR STAFF MEMBERS AND DEPENDENTS

Hospital Benefit Maximums	
Daily Room and Board Benefit	$37
Other Hospital Charges	740
Number of Days	70
Surgical Benefit Maximum	
Surgical Schedule	300
Supplemental Accident Expense	
Benefit Maximum	300
Major Medical Benefit Maximum	$10,000

YOUR SHARE OF THE COST
(Monthly by Payroll Deduction)

Basic Rate of Your Annual Earnings

	Less than $2,000	$2,000 but less than $3,000	$3,000 but less than $5,000	$5,000 and over
Employee Only	$ 5.76	$ 6.36	$ 7.56	$ 8.16
Employee with Wife or Husband Only	12.01	12.61	13.81	14.41
Employee with One or more Children	9.08	9.68	10.88	11.48
Employee with Wife or Husband and Children	15.84	16.44	17.64	18.24

Employees retired on pension will have their Group Life Insurance reduced to one half the amount in force immediately prior to retirement. However, you are entitled to the same conversion privilege for the portion terminated due to retirement as though such portion was terminated due to termination of employment.

Special arrangements may be made for employees attaining age sixty-five to continue their major medical coverage on a modified basis designed to supplement Medicare.

Your contribution will at all times be based upon the amounts for which you are insured in accordance with the plan.

Retirement and Pension

CONTRIBUTORY PLAN

In 1944, DePauw University established a contributory retirement plan for all faculty members with the rank of instructor or above and all administrative officers. The plan is in the form of individual annuity contracts between the employee and the Teacher's Insurance and Annuity Association (TIAA).

The Board of Trustees and Visitors, at their meeting on Feburary 14, 1953, authorized individual participation in the College Retirement Equities Fund on a voluntary basis up to a maximum of 33 1/3 per cent of the total premium paid to both the Teachers Insurance and Annuity Association and the College Retirement Equities Fund. The premium payments for credit to the Equities Fund were limited to 25 per cent or 33 1/3 per cent. As of Julv 1, 1961, the allowable payment to the Equities Fund was increased to 50 per cent, making possible a 25 per cent, a 33 1/3 per cent, or a 50 percent contribution, and finally, effective January 16, 1967, the allowable contribution was raised to 75 per cent.

● *Eligibility*—New employees are eligible to participate in the plan after completing two years on the staff. Participation is compulsory for contract employees thirty or more years of age and optional for those under thirty.

A new contract employee who had an annuity program at some other institution is entitled to a special provision, in order that his program will not be inactive during the two-year period of establishing eligibility at DePauw. In such cases, the University will set up a reserve equal to an amount which it would have paid if the employee were eligible to participate in the plan. If at the end of two years the employee remains in the service of the University, he shall be eligible to receive credit for the amount of reserve, and it will be paid into the Association on his behalf. New employees who have such a program either with the TIAA or some other agency, should bring all papers relative to such a plan to the Office of the Comptroller as soon as they report for work in order that details covering their cases can be worked out.

● *Contributions*—The University shall contribute to the Association a sum equal to 5 per cent of the first $4800 of annual salary of an eligible employee and 8 per cent on all salary in excess of $4800. The employee will contribute a sum equal to five per cent (5), of his annual salary. The employee's portion will be deducted from his monthly pay by the University and forwarded to the Association.

The amount on which contributions shall be paid is the regular annual salary of the employee, but shall not include any sums paid to him for special services or increased teaching load.

In case of withdrawal of the employee, voluntarily or involuntarily, from the service of the University, all obligations of the University to contribute shall cease. No contributions will be required from the University or from the employee after retirement benefits cease to accrue or after date of retirement.

● *Retirement Age*—Employees who have attained the retirement age of 65 at the end of any academic year shall retire with the exception of maintenance and residence hall employees.

● *Benefits*—The full equity created by premium payments belongs to the employee, and under no circumstances is any part of his equity forfeited.

The amount of monthly retirement benefit remittances will depend upon the number of years of contribution in each individual case, and will also be governed by the method of payment chosen by the employee from the several available options, one of which must be selected before annuity payments commence.

The participant may, at his option, increase the premium payments, or make single additional payments, but such arrangements are to be made directly by him with the Association and do not affect the participation by the University.

In the event of death of the employee prior to retirement age, the full equity will be payable to the beneficiary in the form of an income, or a lump sum may be paid if an estate is the payee.

● *Payment Plans*—In order that the objectives of the plan may be fully protected, the employee must choose the kind of annuity he shall receive, and regardless of the plan selected, there shall be included a provision for benefits to his or her spouse in the event of the death of the employee.

Retirement benefits shall begin at the will of the policyholder, but not later than 70 years of age.

● *Termination of Service*—The retirement annuity contract belongs to the employee. He may make arrangements with the Association to continue the life of the retirement contract after he leaves the service of the University.

If it is necessary to discontinue payment of premium, temporarily or permanently, the accumulations under the contract increase through guaranteed interest additions until the contractual date for the beginning of annuity payments. When employee's services terminate, or at any later time, the contract holder may exercise his right to have annuity payments begin at a date other than stated on the face of the contract. None of the rights, privileges, and options available under the contract is dependent upon continuation of employment.

● *Employees on Leave*—No contribution will be required from an employee temporarily absent or on leave without pay, but employees on sabbatical leave or other part time salary shall contribute the regular five per cent (5) of the reduced remuneration, and the University shall continue on the same reduced remuneration. In either case, the

income credit is thus reduced, but retirement income credits previously accumulated are in no way affected.

● *Restrictions*—No loan or assignment of accumulated credits by a participant in this plan or any of the benefits under the plan will be valid or recognized by the Association or by the University.

Withdrawals in a lump sum before retirement are not permitted.

● *Management*—The retirement annuity contract will be executed by the individual and the Association. The University shall not have any obligations or responsibility beyond the remittance of the contributions of the employee and the University.

NON-CONTRIBUTORY PLAN

This Plan is designed to provide for the older members of the staff who would not have an opportunity to build much annuity before retirement, and it also became effective on July 1, 1944. This Plan is not to be deemed as creating contractual rights in favor of the staff members participating in the Contributory Plan, but as a declaration on the part of the University which may be amended or altered by the Board when in its judgment it is advisable to do so.

Staff Members who have attained the retirement age as provided in the normal retirement schedule which follows, at the end of any academic year, shall retire.

Age Last Birthday on July 1, 1944	Normal Retirement Age
64-68	68
59-63	67
54-58	66
53 or less	65

The Supplementary Retirement Allowances are determined as follows: For each staff member already in the service of the University when the pension system goes into effect, the University shall adopt the policy of granting a supplemental pension equal to two per cent (2%) of the annual salary received as of June 30, 1944, multiplied by the number of years of service to the University, not exceeding twenty-five years, during the period beginning when the staff member became thirty-five (35) years of age and ending June 30, 1944. The years of service between the age of thirty-five and June 30, 1944, to be considered as aforesaid, are limited to twenty-five (25) so that in no case will there be provided a supplementary pension in excess of fifty per cent (50%) of the annual salary of June 30, 1944. The adoption of this policy is not to be construed as a contract, but the University will pay this supplementary pension consistent with its ability to do so in the judgment of the Board.

Pensions to the surviving spouse apply only on the basis that the survivor will have shared fifteen consecutive years of married life immediately prior to the death of the husband or wife, whichever it may be, to the extent of one half of the annual allowance theretofore paid to the staff member.

Social Security

On January 1, 1951, the University adopted the Old Age and Survivors Insurance Program on the basis of reducing the University's premium contribution to the Teachers Insurance and Annuity Association by the same amount of the Social Security Tax. Under our former retirement plan, the University contributed eight per cent of the annual salary and the staff member contributed five per cent. Under the new combination plan, the University will continue to contribute 8 per cent, but the Social Security Tax wil be paid on the first $4800.00 of salary during the calendar year, and the balance will go to your credit on your TIAA contract. The individual will continue his five per cent contribution to the TIAA and pay his share of the Wage Tax.

The rate of the Social Security Tax for both employer and employee, under the present law, will be assessed on the following basis:

Calendar Years	*Rate (Per cent)*
1969-70	4.8%
1971-72	5.2%
1973-75	5.65%
1976-79	5.7%
1980-86	5.8%
1987 and after	5.9%

Neither the employer nor the employee will pay tax on the part of the salary which exceeds $7800.00 per annum. No deductions will be made on monthly benefits because of income from sources other than earnings from work (like dividends and TIAA annuities).

Salary Payments

Salaries are paid in twelve monthly installments, the salary year beginning July 1, with the exception of newly appointed members, who are paid for the first year in ten monthly installments beginning September 30th.

Workmen's Compensation

The State law requires that all employers provide specified benefits for employees who are injured while performing their assigned duties. These benefits apply not only to maintenance and residence hall employees but also to administrative officers, faculty members, and part-time clerical workers. Injuries should be reported to the employee's immediate superior and reported by him to the Office of the Comptroller.

Further details concerning Group Insurance, the Retirement Plan, Social Security or the Workmen's Compensation Insurance may be obtained from the Office of the Comptroller.